

The Scribe

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Back to the Future—In Southlake

Back to the Future—that is the theme of the 2010 TCCA Annual Conference to be held in Southlake, Texas, October 4-6. This is one conference, you won't want to miss.

The pre-conference will kick off Saturday with a Level I and II Certification Prep Course. Certification exam testing will take place Sunday, October 3, along with registration, the *First-Timer's Orientation*, and a Courthouse Building Technology Hands-On tour. Courts may use their technology and/or court security fund to attend the conference.

Monday will begin with educational topics includ-

ing: *Partner Making a Difference in Public Safety, Jury Trials 101, Court Security Self Defense, Court Processes & Procedures with Detention Facility & Dispatch Center, Advanced Courtroom Technology.*

Don't forget to check out the extensive TCCA Vendor Expo. There will be vendors to visit that encompass every aspect of court wants and needs.

The TCCA Annual Business meeting will be held Tuesday morning followed by more educational topics. There will be plenty of things to keep you busy in the evenings, as well.

Monday evening attendees will enjoy the Annual Awards Banquet/Casino Night and Tuesday evening clerks will take a trip to the new Dallas Cowboy Stadium for a tour, dinner and a chance for photos and autographs. Transportation will be provided.

The Conference provides the 20 hours necessary to maintain Municipal Court

TCCA Annual Conference—Southlake October 4-6, 2010

Clerk Certification for Level III. So make plans now to attend this informative and fun conference in Southlake, Texas.

Officer Elections

Elections will be held this October for the offices of President, Secretary and three Director At Large positions. Nomination forms are currently available on TCCA's website: www.texasclerkclerks.org.

Nomination forms must be submitted by September 3, 2010, to be listed on the ballot. Elaine Brown (ebrown@cityofkaty.com)

is currently serving as the Nominations Committee Chairperson. She will be sending out nomination requests in June, 2010. Please contact the individual you wish to nominate prior to making the nomination to ensure they are able to commit the time necessary to serve.

If you would like to request a copy of the job descrip-

tion for the positions available, please contact Rhonda Kuehn at: rkuehn@ci.brenham.tx.us.

The Nominations Committee will be requesting biographies from individuals nominated so members will be more informed when voting. The Annual Business Meeting will be held Tuesday, October 5, 2010 in Southlake, Texas.



2010 Proposed Bylaw Changes

The Bylaws Committee, at the direction of the TCCA Board of Directors, has made an annual review of the Bylaws and is recommending changes, which will be voted upon by the membership at the Annual Meeting, October 5, 2010 in Southlake.

After receiving many requests from members over the years, an ad hoc committee was formed to review voting by mail or electronically. The committee chaired by Tammy Odom, Sweeny, recommended that the bylaws be changed to allow all members to be able to cast their vote for officer elections, conference locations, and other business items. Currently, only members in attendance at the annual business meeting are able to vote. The committee recommended that this process be implemented in slow stages, to ensure the integrity of the Association. This change will be found in the bylaws under Article V(2) and (3), Article IX(5), Article X(2) and Article XI. This change in the bylaws lifts the current restriction that elections must take place at the annual business meeting. It also provides that TCCA may choose to cast ballots by mail or electronically. This does not mean that TCCA will immediately begin casting mail or electronic votes. This means the door is being opened to allow for this in the future. A committee will be created to create best practices for balloting, voting and counting of votes. The committee will also look at mail in ballots versus electronic voting. The TCCA Board hopes to move forward in slow stages to maintain the confidence from its members at large. If you are interested in serving on this committee, please contact TCCA President Shona Bohon, Midland.

The next recommended change will add the merchandise committee as a standing committee in the bylaws. This committee will be responsible for ordering merchandise and managing the merchandise booth at the annual conference. This change will be to Article IX(2) and will create (17).

The bylaws committee is recommending an additional paragraph to Article IX(8) regarding the certification and education committee. The additional wording will state: "The Education Committee shall be responsible for the approval of certification credit hours provided for the purpose of continuing education for the Clerk's Certification Program. This committee shall serve as the decision making body for the certification program."

Small changes are being recommended to Article IX(12) regarding the public relations committee. It simply brings the bylaws up to date with how awards are currently being handled and presented.

The last recommended change would change TCCA's fiscal year to January 1st to December 31. This has been recommended to the Board and would bring the fiscal and membership year into unison. It would also alleviate some undue stress that is currently placed on the Treasurer and the Certification Program Financial Manager to close out books and make reports in a very short time in order to present an accurate report at the annual business meeting.

A complete set of proposed bylaws is available for your review online at www.texasclerk.org. For questions or comments regarding the proposed bylaw changes, please contact Committee Chairperson, Jennifer Sullivan, Sealy, at jsullivan@ci.sealy.tx.us or 979-885-6733 ext 103. Also serving on the bylaws committee is Fred Garcia, San Antonio; Michele Rodriguez, Big Spring; and Rosena Becker-Ross, Mount Enterprise.

Gulf Coast Chapter Training

If you would like to register for any of the following training, provided by the Gulf Coast Chapter, send an email to jsullivan@ci.sealy.tx.us.

Texas Municipal Retirement System Q & A/Chapter Meeting—June 4, 2010—10 am—Missouri City Municipal Court located at 3845 Cartwright Road, Missouri City, Texas—1 hour certification credit

Search Warrants, Arrest Warrants, Complaints Part 2—June 9, 2010—10 am to noon—College Station Municipal Court located at 300 Krenk Tap Road, Room 203, College Station, Texas—2 hours certification credit

City of Houston Field Trip—July, 2010 (Exact Date TBA)—For those needing court observation hours for Level III

Certified Court Managers Announced

The [Texas Municipal Court Association \(TMCA\)](#), [Texas Municipal Courts Education Center \(TMCEC\)](#) and [National Center for State Courts \(NCSC\)](#) works very diligently to provide top notch education to Texas Municipal Court Clerks. Over the past six years, TMCA and TMCEC has brought the NCSC training to Texas to educate Municipal Court Clerk Administrators by providing the [Court Management Program \(CMP\)](#). The CMP Program addresses the training needs of court managers. This program consist of five core courses and a concluding seminar. The Concluding Seminar held February 5, 2010, resulted in a formal graduation ceremony and the awarding of 'Certified Court Manager' (CCM) certificates. The graduation was held at the [Texas Court of Criminal Appeals](#) and the certificate presenter was [Presiding Judge Sharon Keller](#) followed by a reception at the State Capitol . Congratulations to all of the 29 the Clerks that participated in this program and that strive every day to attain a higher education in the Municipal Court Justice System. **A BIG Thank You** goes to TMCA, TMCEC, and the NCSC for investing in Texas Municipal Court Clerk's education.

CONGRATULATIONS GRADUATES! THE CERTIFIED COURT MANAGERS ARE: Deborah K. Blevins, Cedar Hill; Elaine P. Brown, Katy; Rosie L. Caballero, Coppell; Gloria Lopez Carter, Dallas; Hilda P. Cuthbertson, Bryan; Rebecca G. Del Toro, Selma; Susie A. Garcia, San Marcos; Tracie L. Glaeser, Lewisville; Eva J. Glaspie, Conroe; Cathy Haney, Missouri City; Sharon A. Jennings, Corsicana; Deborah K. Jessup, Balch Springs; Julie A. Kubeczka, Alvin; Sandra P. Ma, Dalworthington Gardens; Phyllis A. Mathison, Bastrop; Lisa Mayo, Aurora; Victoria Jaramillo Medley, Amarillo; Sherrie D. Norred, Lampasas; Paralee L. Norton, Duncanville; David C. Preciado, Arlington; Karen D. Renfrow, Friendswood; Pat Riffel, Pearland; Linda J. Rose, Universal City; Ronda M. Scarborough, Conroe; Rebecca M. Stark, Austin; Bonnie A. Townsend, Lockhart; Kathryn A. Wells-Vogel, Odessa; Lilia A. Worrell, El Paso; and Dorothy A. Zavala, Lake Jackson. (Graduates pictured on Page 2)

Scribe Editor: Jennifer Sullivan, Sealy

The Scribe is published semi-annually by the Texas Court Clerks Association. Articles for the next newsletter must be submitted by November 15, 2010. Send articles, editorials, job postings, etc. to Jennifer Sullivan at jsullivan@ci.sealy.tx.us. Members of the Publications Committee also includes: Jennifer Dorsett, Decatur, April Christiansen, Cedar Park and Carol Talley,

Springtown.

Job postings and news articles may also be published to TCCA's website:

www.texascourtclerks.org.

Send information to be placed on the website to Julie Kubeczka at

jukubeczka@cityhall.cityofalvin.com.



Deadline for submissions for the next edition of The Scribe: November 15, 2010.

Award Nominations

Texas Court Clerks Association 2010 Nomination Form

Indicate an "X" for the award you are nominating for:

DISTINGUISHED SERVICE EXTRAORDINARY ACHIEVEMENT EXCELLENCE

Individual Being Nominated _____

Court Employed By _____

Nominated By _____

CRITERIA/ELIGIBILITY

- Member in good standing
- Member has not previously received this award
- Performed a task or program benefiting the entire membership
- Provided a service worthy of this award
- See the award descriptions for each type for specific criteria/eligibility

Describe why this individual should be considered for this award

Signature: _____

Once the form is completed, you can submit it through any of the following methods:

Mail to: Melissa Pace **Fax to:** 817-222-7727 **e-mail to:** mpace@haltomcitytx.com
 Haltom City Municipal Court
 5024 Broadway Ave.
 Haltom City, TX 76117

*****Submit Online***:** www.texasclerk.org

Questions: Please call Melissa Pace at 817-222-7772

DEADLINE FOR SUBMISSION: AUGUST 2, 2010

Award Nominations—Criteria and Eligibility

It is time to begin making nominations for the annual awards presentation, which will take place in October 2010 in Southlake, Texas. Please take a moment to consider nominating a fellow court clerk for an award to recognize a job well done. We have many deserving clerks in our Association and **we need you** to let us know about them. They **do not** need to be present in Southlake to receive an award. Nominations must be mailed, faxed or emailed by **August 2, 2010**. **NEW this year: You can submit the nomination form ONLINE.** Simply go to www.texascourtclerks.org and click on [Texas Court Clerks 2010 Award Nomination](#) on the front page.

Outlined below are the three award types, including the criteria and eligibility for each. Please read the information before completing your nomination form as the individual must be eligible to receive the award. Please make sure you designate which award by placing an **X** in the appropriate space beside each award type at the top of the form.

Distinguished Service: This award recognizes a service, program, task or endeavor performed by an individual in a court profession, serving in a non-judicial capacity, which benefits the entire membership in a distinctive way by showing dedication and commitment. This award will be presented annually to members in good standing as determined by nominations presented to the Public Relations Committee. This award may be received only one time and will be presented at the annual conference.

Extraordinary Achievement: This award recognizes an individual in the court profession, serving in a non-judicial capacity, who has continually demonstrated through commitment, extraordinary performance in the development of a program, task performed, involvement in or action on behalf of the association that benefits the entire membership on an ongoing basis. This award will be presented to individuals as determined by the Public Relations Committee from nominations received by members in good standing. Recipients of this award must have earned the Distinguished Service Award previously. This award may be received only one time and will be presented at the annual conference.

Excellence Award: This is the highest honor awarded by the Association and recognizes the exemplary performance of an individual in the court profession, serving in a non-judicial capacity, who brings honor, public awareness or enhances the image of the Association, and whose actions through major achievements, benefit the entire membership by consistently demonstrating professionalism and the pursuit of excellence. This award will be presented to only one individual on an annual basis and will be based on nominations presented to the Public Relations Committee. This individual will need to be a member in good standing and must have previously received the Distinguished Service and Extraordinary Achievement Awards. This award will be presented at the Annual Conference and may be received only one time.

To verify eligibility for an award, you may access a list of previous award recipients on the TCCA website www.texascourtclerks.org.

All nominations must be received by **August 2, 2010**. **Remember, they can't win if they are not nominated! We want to see a record set this year for the most nominations ever received.**

We look forward to seeing you in Southlake in October!

Traffic Safety Awards Presented

The Texas Municipal Courts Education Center's Municipal Traffic Safety Initiative recently sponsored a Traffic Safety Award to recognize those who work in local municipalities that have made outstanding contributions to their community in an effort to increase traffic safety. This competition was a friendly way for municipalities to increase their attention to quality of life through traffic safety activities. All municipal courts in the State of Texas were eligible to apply.

Applicants were judged on the basis

of what their court is doing in terms of public outreach in their community to increase traffic safety while decreasing traffic crashes, traffic fatalities, juvenile DUI, child safety seat offenses, red light running, and other traffic related offenses. The following courts were selected by a panel of judges to receive recognition for their initiatives and hard work: Balch Springs, Harker Heights, Katy, Royce City, Shenandoah, and Westworth Village were selected from the low volume courts; Burleson, Conroe, Frisco, Hurst, La Porte, and N. Rich-

land Hills from the medium volume courts; and El Paso and Irving from the high volume courts.

The awards were presented May 24, 2010 in Houston at the Omni Riverway Hotel Texas Municipal Court Association (TMCA) Board President, Judge Ed Spillane, College Station Municipal Court, presented the awards to the recipients. To learn more about TMCEC or the Municipal Traffic Safety Award, contact TMCEC at 512-320-8274 or visit www.tmcec.com.

To Train or Not To Train, Is it Really a Question?

by Jennifer Dorsett, Decatur

In these times of lean budgets, many courts are faced with tough choices and some are having to defend their need for court training. The question being asked is, "do you really need to go to those classes?" The answer is simple; you can spend a couple hundred dollars learning the legal way to handle your court or much more when mistakes are made due to lack of proper training. No two courts handles their policies and procedures exactly the same, but we are all required to adhere to the same laws and the more you know, the better prepared you are to handle the day to day issues that will inevitably arise within your court. More importantly, the municipal court is in most case the first and only encounter the general public will have with the criminal justice system. It is our duty as court professionals to make sure defendants are given good customer service and in order to assure this, we must make sure that we are fully aware of all laws that pertain to municipal court.

Increased knowledge is not the only benefit to attending court training on a regular basis. When you attend training sessions, no matter how large or small, there are other court professionals with which to network. Networking can be very beneficial to you as it will allow you to expand your resources when you have questions or concerns about policies, procedures, and new laws. This will also allow you to make new friends that understand the stresses and issues that you face on a daily basis and this can be an outlet to express your frustrations and get an opinion or suggestion that will help you see your way through.

So you are asking, how do I get the money if my budget is being cut? The answer is to use the resources that are provided to you from the Texas Court Clerks Association. The TCCA state and local chapters believe very strongly in the need to be educated and have set up scholarship funds that are available to all current members. As the economy has continued to be rocky, the Association has recognized this and has continued to set aside scholarship funds each year when the budget is approved. These scholarship funds are available by contacting your local chapter or by downloading an application from the TCCA website at www.texasclerks.org. It is very important if you hold current certification through the Texas Court Clerks Certification program that you not only attend the training, but that you submit proof of your attendance to TMCEC. You can obtain a renewal application on the TMCEC website at www.tmcec.com under the "clerks program" section.

TCCA Board Members— Committee Chairpersons—Chapter Presidents

President Shona Bohon, Midland—sbohon@midlandtexas.gov

Vice President Tammy Odom, Sweeny—tkodom@windstream.net Gulf Coast Chapter President/TML Representative

Treasurer David Preciado, Arlington—david.preciado@arlingtontx.gov

Secretary Rhonda Kuehn, Brenham—rkuehn@ci.brenham.tx.us

Directors At Large:

Julie Kubeczka, Alvin—jukubeczka@cityhall.cityofalvin.com Website Committee Chair

Elaine Brown, Katy—ebrown@cityofkaty.com Certification Financial Officer/Nominations/Vendor Committee Chair

Jennifer Sullivan, Sealy—jsullivan@ci.sealy.tx.us Bylaws/Publications/Salary Survey Committee Chair

Pat Riffel, Pearland—priffel@ci.pearland.tx.us Scholarship/Chapter Steering Committee Chair

Lisa Howard, Hurst—lhoward@ci.hurst.tx.us Membership Committee Chair/Historian

Melissa Pace, Haltom City—mpace@haltomcitytx.com Public Relations Committee Chair

Chapter Presidents:

Phyllis Mathison, Bastrop—pmathison@cityofbastrop.org Central Texas Chapter President

Kathy Collie, Gonzales—municipalcourt@cityofgonzales.org Freedom Trail Chapter President/Merchandise Committee Chair

Kimberly Kierce, Richardson—kimberly.kierce@cor.gov North Texas Chapter President/Vendor Committee

Edna Boykins, Center—eboykins@ci.center.tx.us Northeast Texas Chapter President

Sheila Gillilan, Borger—sheila.gillilan@gmail.com Panhandle Chapter President

Rene Mendiola, Corpus Christi—renem@cctexas.com South Texas Chapter President

Jeanie Wilson, Big Spring—jwilson@mybigspring.com West Texas Chapter President

Committee Chairpersons:

Michelle Chewning—mchewning@cityofirving.org Internal Audit Committee Chair

Leah Huff, Southlake—lhuff@ci.southlake.tx.us 2010 Annual Committee Chair

Suzy Seitzler, Waco—suzys@ci.waco.tx.us 2011 Annual Committee Chair

Rebecca Stark, Austin—rebecca.stark@ci.austin.tx.us Legislative Committee Chair

Tracie Glaeser, Lewisville—tgaeser@cityoflewisville.com Certification and Education Committee

Improving Interdepartmental Relations: *Why Is This So Important?*

by April Christiansen, Cedar Park

There are a number of reasons to suggest that improving interdepartmental relationships should be a goal in most organizations, with courts being no exception. In some organizations, this may be an easy task; in others, a complicated one. Why is this the case? Well, for one, the goals of different departments are, well, different.

Municipal court is certainly no exception to that rule. The court works, on a day-to-day basis, with the police department, the prosecutor, and the city manager's office to name a few, and each of these agencies has different goals they are striving to attain.

Regardless of the departmental goals, effective communication is essential for a variety of reasons, such as increasing efficiency of operations, building professional relationships, achieving accountability between the departments, and knowledge sharing. If none of these sound appealing (though they should), one can easily look to public opinion as the common thread. Despite the differing goals of the above-listed departments, each must be mindful that they are extensions of their larger city government, and should act accordingly.

Not only is it important to communicate with other departments for efficiency in operations, but a 2009 survey by the National Center for State Courts (NCSC) shows that the public *wants* this. When presented with several problems plaguing the criminal justice system, the majority of adults surveyed indicated that all three branches of government should play a big role in attempting to find solutions. Furthermore, the survey revealed considerable support for "increasing cooperation among the branches of state government in matters that related to the justice system". In fact, nine out of ten Americans, the survey found, think that the heads of the three branches of government should meet on a regular basis to discuss "issues related to the effectiveness and fairness of the justice sys-

tem". At the municipal level, this may be the court administrator and judge, the chief of police, and the city manager, or a representative thereof. Based on the findings of the NCSC study, there is no surprise that a lack of communication between governmental departments can appear to be ineffective, inefficient and irresponsible, all characteristics which can easily color the public's view of how well their services are being provided.

There are a number of ways court staff can seek to improve their relationship with different departments. Working with the police department can often times be a significant source of frustration for court staff. For example, officers may have the opinion that a case filed in the court is "their" case because they wrote the citation, and court staff may feel like the officer's primary duty is to respond to the court's inquiries; neither one of which is completely accurate. So how to get this potentially rocky relationship on the right track?

Establishing a liaison between the departments may be a good place to start. Even with the best intentions, if the communication thread is not consistent, you risk excluding a key player, or stepping on someone's toes. Approach this process with the knowledge that compromise is going to be necessary at times.

For example, if the police department and the Court do not use the same software program, as is often the case; is there a way to provide them with some type of restricted access to the court's program? This can provide the police department with additional information when they are contacting a defendant, or possibly be another source for local warrant verification. This might require that the court add more users, profiles, or security measures, and provide for officer training on the system, but the pros can certainly outweigh the cons. Additionally, the police department may ask the court to provide them with certain statistics on a regular basis, such as number of citations, or citations per officer. A willingness to assist in this regard

not only shows that you are willing to work together, but will likely make them more open to discussions that you may want to initiate in the future. For example, working together on a project such as implementing electronic ticket writers can benefit both departments. If you have a good working relationship, chances are you will have a better likelihood of being able to decide which department's staff will enter the citations going forward, and what language to use when setting up the offense listings. Also, pooling resources can go a long way in building positive working relationships. Offering to contribute technology or security funds for appropriate projects can demonstrate a willingness to work toward the common good, not just your own good.

While the police department may rank at the top of the court's list of agencies with whom their relationship could stand some improvement, the prosecutor's office, and the city manager's office are also key departments that effect court operations, whether it be with budget in mind, or for streamlining court processes. Establishing best practices for forwarding correspondence to and from the prosecutor, regularly attending city department meetings, city council meetings, serving on a committee, and participating or volunteering your time in other city events are all examples of ways to show that you are interested in building and/or maintaining a positive working relationship with other departments. This can make others more willing to want to build these same relationships with you.

Throughout this improvement process, expect that there is going to have to be some give and take. Look at the big picture. Remember that the goal here is not necessarily to get other departments to do what you want, but to be able to collaboratively create a process that works for *each* of the departments involved, as well as for those who utilize the services that your department provides.

Letter from the President

Dear TCCA Members,

The TCCA Board of Directors met in Southlake on March 20th for the Mid Year Board Meeting. I would like to take this opportunity to update the membership on how the Association is doing.

David Preciado, Treasurer and Elaine Brown, Certification Program Financial Manager are happy to report that the Association is financially sound. They are aware that cities continue to tighten their budgets, but as of yet they have not seen a decrease in membership dues or testing fees. The Audit Committee will review both sets of books prior to the Annual Conference and report their findings during the Annual Business Meeting. The financial records for each of the local chapters will be audited as well. This is a newly implemented policy to insure chapter records are kept in accordance with Association policies.

As of the Mid Year meeting, we have 832 members compared to 747 members in April of last year. This is exciting news in light of economic trends. The TCCA Board

will do all that we can to promote the benefits of membership. If you have not renewed your membership – or if you have new clerks in your office – please remember to submit your 2010 application.

Congratulations to those of you who have recently become certified. As of April 15th, we have 463 clerks certified at Level 1, 301 certified at Level II and 40 certified at Level III. The Committee continues to research ways for clerks to obtain qualified hours of continued education in order to maintain certification. The Education Committee Chair is now also a full time member of the Conference Committee. They will play an important role in the overall educational requirements for future conferences.

Leah Huff is hard at work finalizing her plans for the 2010 Annual Conference. The Conference will be held at the Hilton Dallas/Southlake Town Square October 4-6, 2010. The TCCA Board had a chance to tour the hotel in Southlake Town Square. We feel certain you will love the atmosphere.



Suzy Seitzler with the City of Waco was selected as the 2011 Conference Host in Abilene last year. She is already brainstorming educational topics and events. Mark your calendars for October 10-12, 2011.

On a more personal note, I will finish my second term as TCCA President in October. I would like to take this opportunity to thank the membership for the opportunity to serve. I hope that I have served you well. I would also like to thank the TCCA Board. Your support, dedication and commitment to do what is best for our profession and for this Association is amazing and never ending. I am blessed to have worked with such an awesome group of people. Thank you!

—Shona Bohon, Midland, TCCA President

North Texas Chapter News At-A-Glance

Need Training? Check out the North Texas Chapter website for monthly training opportunities to earn hours toward the certification program. The Chapter is offering a variety of training topics for clerks at all levels of court support at minimal cost.

Stay in Fashion! The North Texas Chapter is now taking order for Chapter shirts. The order form is on the website and all Chapter members are encouraged to order a shirt, especially those attending conference.

Speaking of Conference.... Make plans to attend the 2010 TCCA Annual Conference in Southlake. Delegate registration will take place through August 13, 2010. Vendor packets have been mailed. If you have a vendor that you think would benefit from attending the conference, please send the company information to Elaine Brown or Kimberly Kierce.

Scholarships: The North Texas Chapter has scholarships available to attend the 2010 TCCA Annual Conference. Check out the chapter website for eligibility requirements and application.

Chapter Business Meeting Invitation: Don't Miss the next North Texas Chapter Business Meeting being, which will be held on Friday, June 11 at Noon at the Hurst Municipal Court. A light lunch will be provided.

Chapter Website: www.tccanorthtexas.com

Kimberly Kierce, CCCII, TCCA North Texas Chapter President

Job Postings



CITY OF ROSENBERG—COURT ADMINISTRATOR

The City of Rosenberg is a rapidly growing progressive city that strives to provide its citizens with the highest quality of municipal services. We are located 30 miles SW of Houston off of US Highway 59S and a short drive from Sugar Land with a population of 30,000+. We are seeking a municipal court professional that shares the City's values of: dedication, ethics, integrity, open mindedness, innovation, responsiveness, quality, accountability, resourcefulness and consistency, while providing exceptional customer service. The Court Administrator is responsible for managing and overseeing the daily activities and operations of the Municipal Court and coordinated court-related activities with the judges, prosecutors, attorneys and other related parties. The ideal candidate for this position will possess a high school diploma or GED with a minimum of five (5) years of progressively responsible municipal court experience including two (2) years of supervisory experience. Preferred Level II Certification for Municipal Court Clerk, or possess the Certification at Level I and have the ability to obtain the Level II Certification within two (2) years of employment. Proficient in Microsoft Word, Excel, PowerPoint and Outlook. The ability to type a minimum of 50 wpm and ten-key adding machine by touch with a high degree of accuracy. Possess a valid Texas Driver's license. Any combination of education, training, and experience that provides the required knowledge, skills and abilities.

The salary range is \$44,616 - \$53,539/yr, commensurate with qualifications and experience. TMRS 6% With 2-1 Match; Group Life & AD&D; Health & Dental Plans, Deferred Compensation; Employee Assistance Program; longevity and incentive pay; paid holidays; vacation/sick leave accruals and (2) personal holidays. Visit the City's website at www.ci.rosenberg.tx.us for full job description and to download the "General" application. Please submit the application, resume and copies of applicable certificates via mail, fax or email to: City of Rosenberg, Attn: Personnel Department, 2110 4th Street, Rosenberg, TX 77471. Fax: 281-595-3321 or Phone: 832-595-3320 or email Yolanda McLin at yolandam@ci.rosenberg.tx.us.

JOB POSTING FREE WEBSITE

Government Resources has launched a new SGR Job Board. They have over 3,500 current jobs listed, from all 50 states, with approximately 400 new jobs posted each week, and a similar number being removed as the positions are filled. It is entirely free for job seekers, and is the most comprehensive listing of local government jobs (including EDC jobs) available in the nation. In today's troubled economic environment, this will be a good resource for municipalities. To access the SGR Job Board, just visit www.GovernmentResource.com, then simply click on the Job Board tab. No registration, or sign in of any sort is required for job seekers to access the SGR Job Board. More information about SGR is available on the website. If you have any questions about the SGR Job Board, training, or any of our other services, contact Ron Holfeld at 214.676.1691.



Pictured at left is the KHW "Winning Team" including Chris Mendezona, Bryce Buchmann and Joseph Nourai.

Conference Host Wanted—No Experience Required

We are looking for enthusiastic, energetic, talented, hardworking, organized individuals to host the 2012 and 2013 Annual Conference. The Conference is scheduled for the week of October 8-10, 2012 and October 7-9, 2013. Responsibilities include: selecting appropriate meeting facilities and guest rooms for the Annual Conference and Mid Year Board Meeting, scheduling educational sessions, vendor expo and evening events for attendees. You are not alone in your task. The TCCA Conference Committee, TCCA Board of Directors, your local chapter and the Visitors and Convention Bureau in your city will be there to help. If you are interested in hosting one of these conferences, please contact Shona Bohon, TCCA President at 432-685-7304 or by email at sbohon@midlandtexas.gov so that your presentation can be included on the 2010 Business Meeting agenda.

Prior Host Cities include: Houston (1973); Dallas (1974); Corpus Christi (1975); Austin (1976); Huntsville (1977); San Antonio (1978); Del Rio (1979); Hurst (1980); Amarillo (1981); Corpus Christi (1982); Dallas (1983); San Antonio (1984); Austin (1985); Brownsville (1986); Arlington (1987); Galveston (1988); Beaumont (1989); Austin (1990); Garland (1991); El Paso (1992); Bryan (1993); Abilene (1994); Plano (1995); San Antonio (1996); Corpus Christi (1997); Arlington (1998); San Angelo (1999); Richardson (2000); Nassau Bay (2001); Midland (2002); San Antonio (2003); Austin (2004); Arlington (2005); Galveston (2006); San Angelo (2007); Corpus Christi (2008); Abilene (2009); Southlake (2010); Waco (2011)...

2010 Sustaining Members

The Texas Court Clerks Association would like to recognize and thank the following Sustaining Members:

Advanced Public Safety (APS), AMCAD, American Municipal Services, Brazos Technology, Cardinal Tracking, Courtware Solutions, Inc., Linebarger Goggan Blair & Sampson, LLP, Municipal Services Bureau, nCourt, LLC, Professional Computer Software Services (PCSS), Perdue Brandon Fielder Collins & Mott, LLP, Ray, Wood & Bonilla, Selectron Technologies, Telworks, Inc. (Incode), Utility Data Systems (UDS).

Teens Hold Mock Trials

Saturday, April 10 approximately 100 teen attorneys, bailiffs and jurors gathered at Texas Wesleyan Law School for the 4th Annual North Texas Teen Court competition sponsored by Texas Wesleyan Law School. The all-day event consisted of mini training and mock trials critiqued by a panel of volunteer judges, attorneys and law students. The team from Keller/Haltom City/Watauga won the 2010 Teen Court competition (pictured on Page 10). The City of Fort Worth's Teen Court came in a very close second place. Teen Court teams participating in the annual competition came from around the Metroplex, representing cities and counties from Arlington; Collin County; Crowley; Hurst, Euless, Bedford; North Richland Hills; Plano; Southlake and Wichita Falls.

Each team was given 3 simulated cases with the two top teams battling for trophies. The teens were instructed by Texas Wesleyan Law Students on how to read the facts of the case, plan prosecution and defense arguments and prepare witnesses for cross examination. Each team presented their cases in a mock trial before judges and attorneys from the represented cities and counties. The North Texas Teen Court is affiliated with The Teen Court Association of Texas, which was established in 1990 as a means to curtail juvenile delinquency and introduce teens, with hands-on experience, to the legal process. The teens participating in Saturday's competition were given an opportunity to see what can happen when the law is broken and the matter is brought to court.

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—The 2011 Conference will be held in Waco, Texas, October 10-12, 2011. More details to come!

—The 2010 TCCA Salary & Statistical Survey results will be posted on www.texasclerk.org by the end July.

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